V7 Inventory Quick Start

Polling Setup

Open the V7 program and start by going to the program selector and choosing Polling on the dropdown list.

1. Set up data and report locations by going to Setup/Data Location. It is recommended to select a unique location for each of the different directories. Ex:

   Polling Data Path: C:\MyStore\PollingData
   Polling Report Path: C:\MyStore\PollingReports
   Inventory Data Path: C:\MyStore\InventoryData
   Inventory Report Path: C:\MyStore\InventoryReports

2. Set up Store information by going to Setup/Store.

   a. Each store must have a unique Store Id while the Store Number does not have to be unique.

   b. Create a store for each profit center within a facility.

   c. Give each store a unique name in the Store Name field that reflects the function or area of the store. A name that will help you easily identify which area of the facility you are working with.

   d. Note that each register in a store must be of the same mfg, model and rom version. Also, each register must share the PLU and Department/Group files. Registers in different stores can be of different mfg, model and rom versions. Also, PLU Codes do not have to match for items in different stores.

3. Next, create your machines by going to Machine List.

   a. Create the machine by clicking on the '+' button and adding the machine information.

   b. For stores that have multiple registers that are not in an IRC, select one machine to use as the primary PLU and Department files. Then go to the other machines and change the Program ID on the Programs tab for the PLU and Department/Group programs to match the primary machine's Program ID for PLU and Department/Group files. For machines within an IRC system, simply add the master machine to your machine list.

4. After creating the stores and machines, create information for other polling files such as PLU, Department, Cashier, etc. It is recommended that you have the register and polling set up before starting to create inventory data. If you have the register set up, but do not have the files saved to V7, you may go to

Communicate, check the correct machine, click on ‘Save Programs From Register,’ and select ‘All Programs.’ Click on ‘Begin’ to start the save process.

Inventory Setup

Select Inventory on the Program dropdown list.

1. Create a facility by clicking on the ‘+’ button in the facility maintenance screen. Note if this is your 1st machine, skip to step 1a. The system creates the 1st facility by default.

    a. Add a Description that describes the function or location of the facility. This description is used to reference information throughout the inventory program. If you do not enter a description, the information will not be saved when you exit.

    b. Add store links for the facility by clicking on the ‘Add Store’ button and selecting the store from the popup browser. This list is created from the list of stores in Polling. If you do not see your store, return to Polling and add the store and machine information.

    After selecting a store the store name will be displayed in the ‘Store List’ box. Note that after selecting the store you click on the ‘+’ button beside it and see the registers that are set up for that store.

    c. After selecting a store you will be prompted to retrieve contact information for that store. If you select ‘Yes’ the contact information will be written to the ‘Contacts’ tab.

2. Go to Preferences and select a Costing system of either FIFO, LIFO, or weighted average. The program will maintain item cost based on the selected system. Also, select other preferences while in this section. Note: The Costing System may be changed after data is entered into the system, however the software will need to perform a recalculation, which may be a lengthy process.

    a. Sales data may be imported automatically by selecting the report type and area and checking ‘Auto Import Reports.’

    b. On hand reports may be run to determine what items are below a low point and what items are within a percentage of being below the low point. Enter a percentage in the ‘Low Order Point Percent’ field.

    c. Percent markup may be calculated by a Markup formula or a Margin formula. Select the preferred method.

d. Some reports display a specified number of records such at the 'Top Sellers' report. Enter a default number of records to display in the 'Default Report Item Count' field. Note that you may override the default value when running the report.

e. Each inventory item has a unique Item Id for displaying and maintaining records. This number is created automatically and maintained throughout inventory as an inventory item identifier. This Item Id is used to locate and display inventory records. You may choose to use a reference number for identifying record information on reports and other places within inventory. This Reference Number may be the PLU Code, UPC Code, Random Code for Casio registers or you may use your own numbering system. To use the reference number check the 'Display Reference Number On Reports' checkbox.

f. When linking a PLU in polling to an inventory item, the program will automatically retrieve description and PLU Code when the Description and Reference Number fields are blank provided the 'Retrieve PLU Data When Inv Items Are Blank' is checked. More information on linking PLUs to inventory items is provided below.

3. After creating the facilities, you may add items to inventory by two different methods:

   a. Method 1:
   From Polling/PLU Maintenance – Return to Polling and select the PLUs to add to inventory by holding down the CTRL key and clicking in the grid each PLU you want to link to inventory. Or, for a range of PLUs, click on the first record, hold down the Shift Key and click on the last record in the range. Selected records are highlighted in blue. Next, click on 'Tools/Create Inventory Items From PLUs.' Each item will be added to inventory and a link to the store will be created for that machine. To add links to the same item for other stores you must return to inventory (see method 2 below)

   b. Method 2:
   From Inventory, go to Maintain/Items. Click on the '+' button and go to the Store Links tab. Select a store from the drop down list and click on the 'Add Store' button. Select the PLU from the browse list. This will add a link from inventory to the PLU for the selected store. Note that if the Description and Reference Id fields were blank and the preference for retrieving PLU data was checked, the Description and Reference Id will be retrieved from the PLU and added into the item information on the General tab. See item 3-f for more information of this preference.

If you cannot go to the Store Links tab, check to see that the Facility Status on the General tab is set to 'Active.'

c. Once you have created the inventory items you may create links for other stores by returning to Polling, selecting the correct machine for the desired store and going to the PLU maintenance area. As before, select the PLU items to link to inventory, however this time select 'Link PLUs To Inventory' from the 'Tool's menu instead of 'Create Inventory Items From PLUs.' With this option one can choose to match on PLU (UPC) code to Reference ID, PLU (UPC) code to Item ID, or PLU (UPC) description to Item description. The software will attempt to auto match the items.

d. To add or remove links between Polling and inventory manually go to item maintenance in inventory. The list of stores linked to the current inventory item is displayed on the 'Store Links' tab. If the desired store is not displayed you may add it by selecting the store from the dropdown list and clicking on 'Add Link To Store.' To remove a store link, select a store from the dropdown list and click on 'Remove Store Link.'

e. Note that it is not necessary for an inventory item to be linked to a PLU. You can track items that are not sold, but are used in the everyday operation of your business such as note pads, mops, plates, etc. This type of item should be defined on the Item Maintenance/General tab as an 'Item Type' of 'Support Item.' For more information about fields on the General tab see Facility Item Setup below.

Vendor Setup

1. After your items have been added to inventory, go to Maintain/Vendor and click the '+' button to add a new vendor. Then fill out the Vendor contact information.

2. On the Vendor Items tab click the '+' button to add a vendor item and to link it to an inventory item.

    a. The description is retrieved from inventory but may be modified to match the vendor's description of the item.

    b. Add 'Order Units', counts, costs and Vendor Codes for the item and select the default order units and minimum order quantity. These values will be used to set up auto ordering in the facility items. Note that the count for each corresponding Order Unit is the number of items to be sold in that unit.

c. To select a default order unit, simply use the ‘Default Order Units’ drop down list and manually add a minimum order quantity. These values will be used when selecting a vendor in Facility Items. See Facility Items Setup below for more information about default units and quantities.

3. Note that a vendor and default order units will need to be setup for each item before manually receiving or receiving an item with a PO. Physical Inventories can be taken without having vendors associated with an item.

Facility Items Setup

1. Go to Maintain/Items and select the inventory item to work with. If the Facility Status is set to ‘Unassigned’ you will need to set it to ‘Active’ before linking it to a store on the Store Links tab. Note also that the Item Status must be set to ‘Active.’ Setting this field to ‘Inactive’ will disable its display throughout all other parts of inventory such as Sales, Receive Items, and Physical Inventory. An item set to inactive may be changed back to active. When an item is set to ‘Closed,’ it may not be used again. As with inactive items, closed items can only be viewed in Item Maintenance and on reports.

2. The ‘Store Links’ tab displays the stores that an item is linked to. You may add and remove links as necessary by selecting a store from the Store dropdown list and clicking on ‘Add Link To Store’ or ‘Remove Store Link.’

3. On the Item Status tab you may modify PLU information such as the description, price, classes and department. If this item is linked to more than one store you may select a store for updating information. Note that you may add profit percentages and click ‘Update Prices’ to modify the PLU prices. Also, on hand and on order quantities are displayed on this tab.

4. On the Reorder tab set up vendor order information:
    a. Select a vendor, vendor item, order units and order quantity. Up to 3 vendors can be setup per item.

    b. Check ‘Standing Order’ to have this item ordered from the Primary Vendor when creating standing order POs.

    c. Check ‘Low Point Order’ for low point ordering and reporting. You may run ‘Short Items’ and ‘Near Short Items’ reports to obtain a list of items that are near or below the reorder point. Also, you may automatically create low point POs for items that are at or below the reorder point based on current vendor and facility. See the section on Vendor Worksheet and creating a purchase order.

d. Items may be set up to only function for standing order and low point order based on seasonal dates. Check the 'Seasonal Item' checkbox and enter the from and to month and day information.

5. The history tab displays current in stock transactions and totals for the currently selected item. If you have selected FIFO or LIFO as your costing system, item cost and quantities are maintained for each item received until that item quantity becomes zero.

Working with Inventory

Receiving Items

1. There are two methods for adding received items into inventory. By creating and receiving a PO and by Receiving Items.

    a. To create a PO go to Ledger/PO Worksheet. This screen shows all items, with totals, for all vendors and facilities that you are preparing to place a PO for. If you are selecting items for a specific vendor or facility, make the selections from the Facility and Vendor dropdown lists. This will filter the Item Selection screen for the specified vendor and facility. Click the ‘Add Items’ button to select items for the PO.

       On the ‘Item Selection’ screen inventory items, filtered for the selected vendor and facility, are displayed on the left most grid. If you did not select a vendor or facility the grid will contain all inventory items. Double click an item and it will be displayed on the ‘Vendor Price Comparison’ grid. If there are multiple vendors for this item, additional information will be displayed for each vendor. This provides a quick method of comparing prices between vendors.

       Select the desired vendor by double clicking on the appropriate line. The default order quantity and order units will be displayed in the lower portion of the screen along with the unit cost and item total. If desired, you may modify the order quantity and order units. After making changes, click the ‘Add Item’ button to add the information to the ‘Selected Order Items’ grid. After you have added the items you wish to order, click ‘Add To Worksheet’ and click on ‘Close.’ The items you selected in the Item Selection screen will be displayed on the PO Worksheet. Note that after adding the items to the PO Worksheet, you may modify the price, quantity, and order units before creating the PO.

       To create a PO, select a facility and a vendor from the dropdown lists. This will filter the worksheet so that only items for the selected vendor and facility will be displayed. Press the ‘Create PO’ button to create the PO. Note that you may remove items from the worksheet by clicking on the appropriate line and then clicking the ‘-‘ button on the navigation bar. You may also click on the ‘Clear Items’ button to remove all items that are currently displayed.

       If you have set up low point ordering and standing order information in the Item maintenance screen you may click on ‘Low Point Items’ and ‘Standing Order’ to add items automatically. Note that if you select a facility or vendor, only items for that facility and vendor will be added to the PO Worksheet.

b. To receive items without a PO go to Ledger/Receive Items, select a facility and vendor, and click the ‘Add’ button. As above, select the item, modify the quantity and units as desired, then click on the ‘Add Item’ button. When all items are selected, click on the ‘Add To Worksheet’ button then click on the ‘Close’ button.

   The selected items will be added to the Receive Items grid. At this time you may modify the order quantity, unit cost, and shipping cost as needed. You may also modify the receive date and time. After modifications are complete click on the ‘Update Ledger’ button to add the transaction into inventory. Note that you may also import a list of items from a text file. Items imported or manually entered are not added into inventory until you click on the ‘Update Ledger’ button. You may click on the ‘Cancel’ button at any time to cancel the current operation and exit to the main screen.

c. To receive a PO go to Ledger/Purchase Order. On this screen you choose to view all PO’s, open PO’s and received PO’s by setting the ‘View Status’ to the desired view. With the View Status set to ‘Open’ or ‘View All,’ select the desired PO to receive and click on ‘Receive PO’.

   On this screen you may choose to receive all items which will assume the unit cost is correct and that the receive quantity matches the order quantity. You may manually distribute the shipping cost to all items as necessary.

   Click on a line to update the information for that item. Enter the received quantity, unit cost and shipping. If you did not receive all items, you may set the ‘Short Item Status’ to ‘On Backorder’ or to ‘Canceled.’ Backorder items will keep the PO open until they are received. Once the information is entered for the current item, click on the ‘Add’ button to update information in the grid.

   After entering the information, click on ‘Update Ledger’ to enter the information into the ledger.

2. To view information on items that you have received, go to Ledger and double click on the desired item or transaction. Information regarding the transaction will be displayed in a view-only mode. If necessary, you may modify the date and time of the transaction. To return to the ledger click on the ‘Close’ button on the navigation bar. To close the current view and the ledger, click on the ‘Close’ button at the bottom of the screen. You may, at any time, click on the ‘Exit’ button at the bottom of the screen to exit the program.

Entering Sales Data

1. You may manually enter sales by going to Ledger/Sales. Select a facility and a store then click on the PLU field to display a list of PLUs from that store. After selecting the PLU, select the sale type. Sale type may be sale, return, promo or waste. If you select return, the cost for the item will be entered as the current cost. If the current cost is incorrect you may adjust the cost. If the sale type is a sale, the sell price based on the Price field in the PLU will be placed in the Price field. Again, you may modify the value if necessary.

   After entering sales data press the 'Update Ledger' button to have the information entered into the ledger. Note that you may click on the Cancel button to exit without saving the information. Sales data may also be imported from a text file.

2. You may also import sales data manually or automatically from Version 7 polled reports. To have the program automatically import sales data, set up Preferences as described in item 2-a.

   To manually import sales data from polling reports, go to the 'Ledger/Ledger' and click on the 'Import Sales' button. Select a facility and store from the dropdown lists. This will display a list of sales reports for the given time period. You may select to view all reports, view reports that have not been imported into inventory, or to view reports that have been imported. Add reports for import to the Selected box by clicking on the report in the 'Available Reports' area then clicking on the red arrow. Once you have selected the reports to import, click on the 'Begin Import' button. Note that you may assign a transaction date different from the report date by selecting the 'Assign Transaction Date' and selecting the date and time.

Adjusting Items

1. You may adjust item quantities by going to 'Ledger/Adjust' and selecting the item to adjust. If this is a negative adjustment, (decreasing on hand values) the current cost of the item will be displayed in the 'Cost Per Unit' field. For a positive adjustment, (increasing on hand values) you will be required to enter the cost per unit. Negative adjustments can not exceed current on hand values. Users can only adjust an item down to the zero point. Note that the current quantity is displayed on the right side of the screen. After entering the information, click on the 'Add' button and the information will be entered on the data grid.

After entering the adjustments, click on the 'Update Ledger' button to transfer the information into inventory.

Transferring Between Facilities

1. If you have more than one facility, you may transfer items from one facility to another. Select the 'From Facility' and the item to transfer. After selecting the transfer item, the quantity for that item at all facilities will be displayed on the right side of the screen. Select the Transfer To facility and the transfer quantity. You will receive a warning if the 'From Facility' does not have a sufficient quantity to transfer.

2. Click the 'Add' button to add the information to the data grid and, after adding all transfer items, click on 'Update Ledger' to enter the information into inventory. Note that you may set the Date/Time as necessary.

Super Item Transfers

1. Super items are used to facilitate the transfer of items that are supplied from a larger quantity to a smaller quantity, such as a Case to a selling quantity such as a 6 pack or a carton to a selling quantity of a pack. A good example of this would be a case of cola that is received from a PO and sold in quantities of Case, 12 Pack and Single Can. By using Super Items, the process of updating the quantities is automated as items are sold. The software will simulate how an owner normally transfers stock, for precise on hand values an owner will need to take a physical inventory or manually adjust values.

2. To create a super item class, go to 'Maintain/Super Item Class' and click on the '+' button on the navigation bar. Add a description for the super item class and select a facility. Next, select the item with smallest quantity to be sold on the row labeled 'Item 1.' In the example of the cola Case, 12 Pack, and Single Can, the smallest quantity sold would be the Single Can. Enter the 'Unit Quantity' as the number of items in the package when the items are sold in its smallest quantity. Add a description for the units and select the inventory item that restocks this item. In our example, Item 1 would contain **Single Can** (as the item descriptor), **1** (as the Unit Quantity), **Single** (as the Unit Description), On Hand value would be automatically populated from the system, **Inventory** (as the Stock From value) and the **12 Pack** item (as the Restock Item).

3. Repeat the process until all items are added. Note that the item that restocks the entire set of items should be entered last and that the 'Stock From' field for that item should be set to 'PO.' When you have received this item, the quantities will be displayed in the 'On Hand Quantity' column and the

cumulative total on hand quantity, in the selected units, is displayed below the 5 super item listing areas. Back to our example, Item 2 would contain **12 Pack** (as the item descriptor), **12** (as the Unit Quantity), **12 Pack** (as the Unit Description), On Hand value would be automatically populated from the system, **Inventory** (as the Stock From value) and the **Case** item (as the Restock Item). Item 3 would contain **Case** (as the item descriptor), **24** (as the Unit Quantity), **Case** (as the Unit Description), On Hand value would be automatically populated from the system, **PO** (as the Stock From value) and the Restock Item field will be left blank.

When an item, within a super item class, is restocked from another item in the super class, its item type in item maintenance (Maintain/Item/General) is automatically changed to 'Super Item.' This implies that all items in a super class except for the last item are restocked only from other items in inventory and not from a PO. Only the last item in the super class is restocked from a PO. When an item is received that stocks super items, the super item quantities are updated based on low point settings on the Maintain/Item/Reorder screen. Note that users need to set reorder quantities as multiples of the last item's order units. The last item stocks the super class so each item in the super class should have reorder quantities that are multiples of the last item's unit quantity.

Item	Unit Quantity	Restock Quantity
Single	1	24, 24, 72…
12 Pack	12	2, 4, 6…..
Case	24	restocks from a PO

By configuring the system in this manner, the software can received cases and stock items starting with the lowest (or first) item, Single, and stock progressively up the chain until each item is restocked or the Case quantity reaches zero.

Due to the fact, super items restock from inventory items they do not have vendor reorder information. Only the last item, within the super item class, will require vendor reorder information, as that item reorders from a PO.

4. You may do a manual super item transfer by going to 'Ledger/Super Item Transfer' and selecting a facility and a super item class. If you have multiple items in the super item class, you may transfer from any item to the smaller unit quantity item below it. In the example of the cola, you could transfer from Case to 12 Pack or Single Can, or you could transfer from 12 Pack to Single Can. Note that you cannot transfer more items than are available and that you may not transfer in the reverse direction. Transferring from Single Can to 12 Pack is not permitted.

5. Once you have entered and added information for each transfer, click on the 'Update Ledger' button to add the transaction into inventory.

Physical Inventory

1. You may generate a list of items for performing a physical inventory and enter the results into the system by going to 'Ledger/Physical Inventory.' Select a facility and store for the physical inventory. Items that are not sold in a store but are maintained in inventory are displayed when you select 'All Stores' and 'Non-Store Items.' After selecting a store, the list of PLUs for that store are displayed on the data grid. You may reduce this list by clicking on the 'Filter Items' button and selecting from the filter options. You may also delete individual items by selecting the desired item and clicking on the '-' button on the navigation bar. Multi-select deletes, with the Ctrl and Shift keys, are also available. Once the data grid contains the items to be inventoried, press the 'Generate List' button. Once the list is generated you may not add or remove items from it.

2. Next, go to the 'Physical List' tab and create the physical inventory lists to be used for counting the items. You may create a list for each store by selecting a store and printing the list or you may print a single list for all stores. Also, you may reorder the list by clicking on the title bar button corresponding to the desired list order. By clicking on the 'Description' title bar button your list will be sorted by the PLU description.

3. After performing the physical inventory you may enter the count for each item by placing the cursor in the 'Count' field and entering the count using the keypad. Pressing 'Enter' on the keypad will post the count information for the current item and move to the next item in the list. If the data grid is sorted by the same field as when the list was printed, the items on the data grid will match the order of the printed list and allow quick entry of the physical inventory count.

4. If necessary, you may search for an item by typing its Item Id in the 'Item Id' field. As you type in the Id, the record pointer will move to the first record that matches the value. You may also search in the same manner using the 'PLU Code' and 'Description' fields.

5. You may also import the physical count from a text file by clicking on the 'Import Count' button and selecting the fields to import and the file containing the counts.

6. After entering the physical count, click on the 'Finalize' button and go to the Finalization tab. Note that once you finalize the physical inventory you may

not modify the item count. You may view items that do not match the inventory count by clicking on the 'View Difference' button. Print a difference report by selecting 'View Difference' and clicking on the 'Print/Preview' button. Items whose count is higher than the inventory count must have a Cost Each value. The program will attempt to retrieve the current cost from the facility items table for this value. If there is no current cost, you will need to enter a cost before updating the ledger with the transaction. Items with a Cost Each highlighted in red require a cost.

7. Click on the 'Update Ledger' button to enter the information into the Ledger. Once finalized, you must go to the Ledger to view the results of the physical inventory.

Exception List

1. When items are sold and there is not enough on hand items within inventory to cover the sales quantity, the shortage is written to an exception table. To view items on the exception list, go to 'Maintain/Exception List.'

2. To remove items from the exception list, you must receive or adjust the item prior to the transaction date of the exception. Note: Transaction dates may be modified by going to Ledger and double clicking on the desired transaction. If you modify the date/time within the transaction view, the ledger date/time will be modified and, if necessary, a recalculation will be performed to adjust the system totals.

Close Out A Month

1. V7 Inventory is designed to display transaction information based on the current month. This requires the closing out of each month after all transactions for that month have been entered into the ledger. Previous data is still maintained and is available for view by setting the 'Show Ledger By' field on the Ledger and selecting a starting date.

2. To close out the current month, click on the 'Close Current Period' button on the Ledger. If this is the first time you have closed out a month, you will be prompted for the month and year of the current period. Be sure to enter all receives and sales before closing a month.

3. Note that a month cannot be closed if there are items on the exception list. Also note that any transaction entered for a month that has been previously closed will prompt the software to automatically reopen that month and all closed months up to the current month. Each month will then have to be reclosed individually.

Inventory Reports

Inventory contains many reports to assist in the management of inventory and to obtain sales and margin data. Many of the reports can be re-ordered by clicking on the corresponding column header. All reports can be viewed on screen and printed.

1. Item –
    a. On Hand – The On Hand report gives a listing of the on hand quantity for each item in the selected facility. You may select to include all facilities or to specify a facility.

    b. Item By Department – Provides a listing of items sorted by department.

    c. Top usage – Generates a list of the top selling items for a given time period and facility. The number of items to display can be set by entering the desired value in the Item Count field. The top usage can be based on either sales quantity or sales amount.

    d. Low usage – Creates a list of the lowest selling items based on a date range and excluding zero sellers. Set the desired item count and select usage based on quantity or amount.

    e. Item usage by department – This report creates a sales listing sorted by department and filtered on a start and end date. This report also displays a calculated net value to estimate user profit.

    f. Top cost items – lists the top cost items for one facility or for all facilities.

    g. Zero sellers – lists the zero sellers for a given date range and facility.

2. Purchase Order –
    a. Short items – generates a list of items for a facility or all facilities that have reached their low order point. Low order point is assigned on the Maintain\Items\Reorder tab.

    b. Near short items – creates a list of items that are within a percentage of reaching their low order point. The percentage value can be modified in Peferences.

    c. On order – lists the items currently on order for a facility or for all facilities.

   d. Received – lists the items received based on a date range. You may also select a vendor and an item Id range.

3. Ledger –
   a. Sales – creates a sales report for one facility or for all facilities based on a date range.

   b. Adjustments – lists item adjustments based on a date range and facility.

   c. Transfer – generates a list of transfers between facilities for a given date range.

   d. Super item transfer – creates a list of super item transfers for a given facility based on a date range.

4. Month End – the Month End report provides a summary of sales, adjusts, transfers, and receives based on the selected month.

Frequently Asked Questions

1. ***When I change the PLU Code in polling it does not change the reference number in Inventory Items. Why****?*
   It is possible for the item in inventory to link to many PLUs in polling. So the question would be, 'Which PLU code should be placed in the reference number in polling?' This can't be done programmatically, so it is left to the user to change the reference number in inventory when it is changed in polling.

2. ***Do I need a two facility package if I have 2 registers located in 1 physical location****?*
   No, it is not required, but is an optional method of configuration. Version 7 inventory is setup by facilities linked to stores. A single facility can link to 1 store or several and a store can contain 1 machine or several. However, several setup rules do apply if multiple machines are linked to a single facility. Please see 2d.

3. ***To learn the system I entered in several test sales, PO, and receives. Is there a way to clear out the system and retain my item setup?***
   Yes. Simply go to the Ledger/Ledger area and Clear Transactions button. This operations will clear out ALL ledger entries.